Emergency Non-Traditional Instruction (NTI) SharePoint Guidance
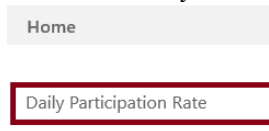
Purpose
This document outlines the tasks required of districts implementing emergency NTI days due to COVID-19 in the NTI SharePoint site.
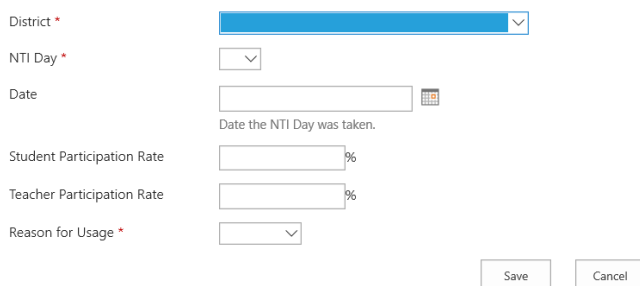
Task 1: Daily Participation Rate
Student and Teacher Participation Rate must be entered in SharePoint using the following steps:
- Click on *Daily Participation Rate* on the left side of the site.

- Click *New* to enter a Daily Participation Rate.
- Complete the form for each emergency NTI day used referencing notes regarding Student Participation Rate and Teacher Participation Rate entries after the screenshot.

  - **District:** select applicable district from drop list
  - **NTI Day:** select day in which data are applicable to record created
  - **Date**: select from the calendar picker the date NTI day used
  - **Student Participation Rate:** calculate the the student participation for the week and enter that rate for each of the daily entries for that week. For example, the district's week 1 rate is 92%. District must enter 92% for Day 1, Day 2, Day 3, Day 4 and Day 5.
  - **Teacher Participation Rate:** enter the participation rate for each day
  - **Reason for Usage:** select from the drop list the reason NTI day used (COVID-19)

Reminders regarding Daily Participation Rate entry:
- District staff can only view or edit entries in which they created; therefore, it is recommended only one person from the district enter the Daily Participation Rates.
- Each NTI day should only have one participation rate record. Do not create multiple records for each day.
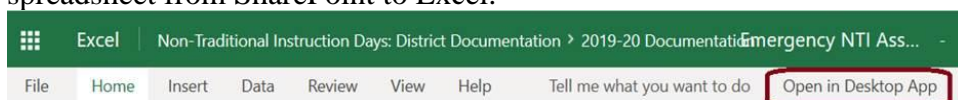
Task 2: District Assurance and Evidence Documentation
Districts complete the *Emergency NTI District Assurance and Evidence* within the NTI SharePoint site. There are two worksheets within the file: 1) District Assurance – which should be completed after completion of the NTI duration and 2) Evidence – this can be completed

daily, weekly or after completion of the NTI duration. Instructions for accessing and use of the spreadsheet follow.

- Click on district on the left side of the site.
- Click on *2019-20 Documentation* folder.
- Click on *Emergency NTI Assurance and Evidence* file (this will open the file in a new browser window.
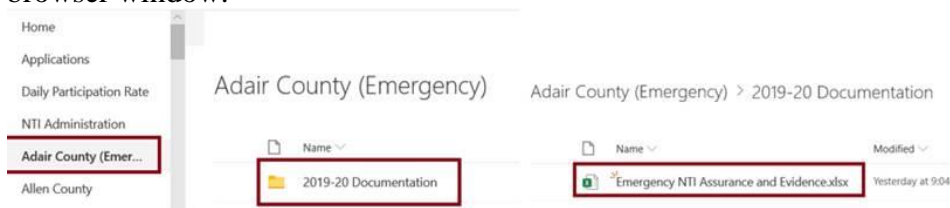
- Click on **Open in Desktop App** (this is a very important step). This will open the spreadsheet from SharePoint to Excel.

- There are two worksheets available: 1) District Assurance and 2) Evidence Documentation.

  o **District Assurance** worksheet is a validation completed by the superintendent or designee at the end of the NTI duration, verifying the four assurances outlined.
  o **Evidence Documentation** worksheet can be completed throughout or at the conclusion of the NTI duration. District should select from the drop lists a level (elementary, middle, school), grade and subject area (English, Mathematics, Social Studies, Science) in which evidence has been reviewed for each NTI day. By the conclusion of the NTI duration each level and subject area should be represented.
- Upon completion of the data entry, save the file directly back to the SharePoint site by clicking the Save icon within Excel

Reminders regarding District Assurance and Evidence Documentation entry:
- The file must be opened in the desktop app to allow full edit rights to the document
- Districts do not need to copy the file or save a copy for editing if the steps above are followed.
- Only one evidence per day is required to be documented in the spreadsheet.
- District do not have to upload any evidence to the SharePoint site.
- Evidence documented should be kept at the district office for auditing purposes.

Additional Days Needed or Questions regarding SharePoint
If more than 40 days of documentation are required or districts have questions about SharePoint, please contact Windy Newton at 502-564-5130, ext. 4063 or email at windy.newton@education.ky.gov.